

STATEMENT OF WORK

TITLE, SERIES, GRADE

**Strategic Communications Adviser
AD-0301-00**

ORGANIZATION

**Environmental Protection Agency
Office of the Administrator
Office of Public Affairs
Washington, DC**

TITLE AND GRADE OF SUPERVISOR

Administrator, EX

STATEMENT OF RESPONSIBILITIES

Provides authoritative guidance and technical counsel to the Associate Administrator (AA), Deputy Associate Administrator (DAA) and other EPA senior officials regarding Agency- wide communication strategies. Works in coordination with management in the Office of Public Affairs (OPA) to develop overall communication strategies, including the planning and implementation phases to ensure the best approach is applied and to avoid negative responses that could be detrimental to the Agency.

Advises the AA and the DAA on strategy pertaining to special projects and/or current crisis communications. The incumbent would coordinate internal and external stakeholder engagement at all levels to facilitate the rollout of sensitive information. He/she would possess the highest levels of political acumen, interpersonal skills and the ability to manage internal and external leadership under tight timelines and duress.

Serves as a key liaison between OPA and regional Public Affairs Directors and program office Communications Directors and their staffs to ensure coordination of program direction and professionalism for the Agency's media and communications functions. To facilitate coordination, incumbent chairs a weekly public affairs conference call with regional public affairs directors and their deputies. The incumbent also chairs a weekly meeting with program communications directors to enhance agency communication coordination.

Coordinates with the Press Secretary and/or Deputy Press Secretary to ensure timely responses to press inquiries concerning EPA's program activities.

In conjunction with the AA and DAA, oversees the Administrator's internal communications activities.